North Central Regional Transit District (NCRTD)

Resolution 2014-02

A RESOLUTION AUTHORIZING THE ADOPTION OF AN EMPLOYEE RECOGNITION PROGRAM

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the North Central Regional Transit District Board of Directors desires to adopt a formalized Employee Recognition Program to recognize career employees for their contributions to the District; and

WHEREAS, such recognition is given to employee(s) meeting the criteria of each program, namely 1) The Above and Beyond Program; 2) The Safe Driver and Safety Program; 3) The Healthy Workforce Program; and 4) The Years of Service/Milestone Program; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE NCRTD that the North Central Regional Transit District hereby adopt the Employee Recognition Program attached hereto as Exhibit "A" to recognize career employees within the District. Furthermore, the Executive Director is authorized to make changes, modifications or clarifications to the attached program in line with the overall intent of the program as those maybe required from time to time.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 7TH DAY OF FEBRUARY, 2014.

Daniel Barrone, Chairman

Approved as to form:

Peter Dwyer, Counsel

RTD

SERVING NORTH CENTRAL NEW MEXICO

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

EMPLOYEE RECOGNITION PROGRAM

EMPLOYEE RECOGNITION COMMITTEE MEMBERS

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DESCRIPTION OF EMPLOYEE RECOGNITION PROGRAMS

ABOVE AND BEYOND PROGRAM

BACKGROUND

The employees of North Central Regional Transit District must often work together as a team to provide the best customer service possible. Frequently our team members go the extra step and provide service that is above and beyond performance and job expectations.

PURPOSE

The purpose of this program is to ensure that those who go above and beyond their normal job duties do not go unrecognized.

PROCEDURE

Each quarter, the Above and Beyond program recognizes one extraordinary NCRTD employee or team. The employee or team is presented with a Certificate by the Executive Director and Chairman of the Board in front of the NCRTD Board of Directors. Employees will also be featured in a segment of the NCRTD newsletter.

Employees are nominated by fellow coworkers, Supervisors, Department Heads or the Executive Director on a quarterly basis. To nominate an employee, a nomination form must be turned in to the District's Employee Recognition Committee. Once the Committee has reviewed nomination submittals, the Committee will take their recommendations to Staff for a final decision.

SAFE DRIVER AND SAFETY PROGRAM

BACKGROUND

In our organization it is imperative to recognize safe driving. The purpose of the Transit Safety Recognition Program is to foster a culture that values safety by recognizing employees who demonstrate exceptional dedication and leadership to improve District workplace safety and by enabling employees to recognize each other for their safe actions. This program is intended to motivate employees to take an active role improving safety for themselves, coworkers and the riders of District Fleet.

PURPOSE

This program provides for multiple recognition opportunities including peer-to-peer recognition, on the spot recognition by supervisors and managers, and star recognition by the Board of Directors for exemplary safety actions. For example, being accident free for 1, 5, 10, 15 and 20

years, never missing a pre and post trip inspection, cycling the wheelchair lift as necessary, having no complaints regarding unsafe driving (i.e. no cell phones while driving, no speeding, etc.), and last but not least helping others to ensure they too are safe, this includes coworkers, riders, etc.

PROCEDURE

Qualifying drivers will be presented with a certificate and a patch for 1, 5, 10, 15, 20 and 25 year(s) of accident free driving under the Safe Driver Program. This will be based upon a person's date of hire, and will be honored

Employees at all levels are encouraged to identify and recognize peers for all types of safety achievements by submitting a nomination form to the District's Employee Recognition Committee. Once the Committee has reviewed nomination submittals, the Committee will take their recommendations to Staff for a final decision.

HEALTHY WORKFORCE PROGRAM

BACKGROUND

Health promotion is an investment in human capital. Employees are more likely to be on the job and performing well when they are in optimal physical and psychological health. They are also more likely to be attracted to, remain with, and value a company that obviously values them. In short, a company's productivity depends on employee health.

PURPOSE

Corporate wellness programs generally reduce absenteeism. Employees who are provided with wellness programs often enjoy coming to work and exercising with coworkers and friends. Because of their desire to come to work, the company saves money both in a reduction of sick leave days and in the reduced cost of employee turnover. Lower absenteeism means higher work output. When an employee is healthy, they tend to be in a happier state. A happy employee is a productive employee. Being healthy also leads to better concentration and higher energy at work, which means more consistent output and performance. Companies can benefit greatly from such productivity.

PROCEDURE

Contests

The Employee Recognition Committee, in collaboration with the Wellness Coordinator* will hold contests that monitor such things as employee weight loss and exercise activity can be a good way to improve prolonged engagement in wellness programs. Prizes will be awarded monthly to

the employees who show the most progress towards achieving health goals. Prizes can include gift cards to local department stores or tickets to sporting events. There will be a $20 award limit on this program.

Newsletter

A section will be set aside in the NCRTD employee newsletter reminding Staff members about company-promoted wellness programs and updating everyone on employees who have made the most progress.

Training

Monthly trainings will be held on how employees can improve their health, and explain the benefits of getting involved in the company wellness programs. Employees will be reminded that meeting wellness standards by the health insurance provider can lead to lower health insurance premiums.

Message Boards

Employee message boards will be installed in break rooms that are designed specifically for the District's wellness programs. The Wellness Coordinator* can post information on how the wellness programs work and encourage employees to post their own suggestions for reaching wellness goals.

New Employee Orientation

The Human Resources Department will spend time explaining the company wellness programs to new hires during employee orientation.

****Health and Wellness Coordinator***

The Human Resources Department will appoint an employee to be the Health and Wellness Coordinator, promoting the programs and answering any employee questions. The Health and Wellness Coordinator will put out daily tips on health and wellness on the company computer network or through company email to help inspire employees.

Signs

Informational signs will be posted around the office to remind employees about the small changes they can make to positively impact their health.

Memberships

Employees will be encouraged to join local health clubs or other health-based organizations by reimbursing Staff members for a portion of their membership fees. Other local health activities include yoga classes, martial arts programs and sports leagues.

Currently, the District is a member of the Presbyterian Health Plex located at the Espanola Hospital. Employees are encouraged to utilize this facility. However, they may utilize any Health and Wellness Facility of their choice. The cost breakdown is included below.

Length of Membership	Overall Cost	Employee Contribution		Employer Contribution		No. of Employees	Employer Annual Cost
3 Months *Membership Dues Renewed every 3 Months	**$90** Every 3 Months	**$45** Every 3 Months/$180 Per Year	**$ 15** Every Month/$180 Per Year	**$45** Every 3 Months/$180 Per Year, Per Employee	**$ 15** Every Month/$180 Per Year, Per Employee	**49** As of 01/06/13	**$180 * 49 = $8,820** Not all Employees will utilize these services; estimate.

Note: Employee must pay 100% of the membership fee at initiation. The employee may then submit a receipt to the Finance Department for reimbursement of no more than $15 a month; $45 every 3 Months; or $180 a year.

YEARS OF SERVICE/MILESTONE PROGRAM

BACKGROUND

The NCRTD Years of Service Program will recognize the commitment of NCRTD Employees who have reached milestone years during their time with the District.

PURPOSE

This program is designed to honor those employees who have dedicated quality time, energy, and hard work to the District.

PROCEDURE

Employees will be recognized for 1,5,10,15,20,25 years of employment with the District. Years of service will be monitored by the Human Resource Department and will be acknowledged in front of the Board of Directors.

An award packet will be given for each milestone listed above. The packets will consist of the following:

Milestone/No. of Years	Award	Award Limit
1 Year	Certificate	$0
5 Years	Certificate + Key Chain + Award Selection Valued at $50	$50
10 Years	Certificate + Lapel Pin + Award Selection Valued at $100	$100
15 Years	Certificate + Lapel Pin + Award Selection Valued at $150	$150
20 Years	Certificate + Lapel Pin + Award Selection Valued at $200	$200
25 Years	Certificate + Lapel Pin + Award Selection Valued at $250	$250

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

Employee Recognition Program

Nomination Form

AWARD nominee is to be considered for:

_____ **Above and Beyond Award**

_____ **Safe Driver Award**

Nominee's Name: _____

Nominee's Department: _____

Nominators Name: _____

Nominator's Department: _____

Date: _____

Justification:

_____

_____

_____

_____

_____

_____

_____

_____

PORTION TO BE COMPLETED BY PERSONNEL

Chair Signature: _____ Date: _____

Executive Director Signature: _____ Date: _____

Note: Forms may be submitted to any member of the Employee Recognition Committee.

For Personnel Use Only: